

JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent

☐ Limited-term
(Temporary)
Length _____

☐ Formal Training
and Development
Assignment

Position Title: Revenue And Cost Analyst

Location: Headquarters - Sacramento

Salary Range: \$2,632-\$4,155

Job Description: (includes typical duties)

Classification: Staff Serv Analyst

Section/Unit: Financial Mgmt.Bureau/Budget Mgmt. Sec

Number of Vacancies: 1

Under the general direction of the SSMI, Revenue and Cost Unit, this position is responsible for completing the department's Out of State travel blanket, reimbursement schedules, appropriation reconciliation (Schedule 10) and automated spreadsheet budget galley.

Required Knowledge, Skills, and Abilities:

Strong analytical skills with demonstrated ability to identify and research issues, make appropriate recommendations, and produce clear, accurate and concise reports within designated deadlines.

Strong organizational skills with ability to manage multiple projects and deadlines.

Strong verbal and written communication skills.

Demonstrated ability to work cooperatively in a team oriented work environment and maintain working relationships at all levels within the department.

Ability to work overtime during peak workload months of September through January and occasionally at other times during the year.

Experience with personal computers and software.

Desirable

General knowledge of the Franchise Tax Board's organization, programs, and operations.

Mail or hand deliver your application by: September 17, 2004

Contact Person: Lyle Cortvriendt Telephone Number: 916-845-5794

Address/Room Number: PO Box 550, Sacramento, CA 95812-0550, Attention: Exams

Special Instructions: _____

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. Applications will be screened and only the most qualified applicants will be interviewed.

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.